

CHILD SAFETY CODE OF CONDUCT

Last Updated: July 2022

Next Review: July 2025

A Child Safety Code of Conduct lists behaviours that are acceptable and those that are unacceptable. It provides a high-level statement of professional boundaries, ethical behaviour and acceptable and unacceptable relationships. For more detailed guidance refer to the Academy's **Staff and Student Professional Boundaries Policy**.

When individuals are clear about behavioural expectations, they are much more likely to act appropriately with each other, and with children and young people.

When everyone is educated about the Code of Conduct and the reasons it is so important to uphold, the Academy environment becomes much more transparent and people are accountable for their behaviour. Above all, a Child Safety Code of Conduct helps to protect children and young people from harm.

This Code applies to:

- all staff members, including non-teaching staff and temporary or casual staff
- volunteers
- students
- parents and carers
- third Party contractors and external education providers
- members of the Board of Directors
- teaching students on placement at the Academy
- visitors.

The Code is made available via our public website and the staff intranet/server.

Australian International Academy (**the Academy**) has the following expectations of behaviours and boundaries for all individuals interacting with students within our Academy community.

Do:

- Uphold the Academy's Statement of Commitment to Child Safety at all times.
- Behave as a positive role model to students.
- Promote the safety, welfare and wellbeing of students.
- Be vigilant and proactive with regard to student safety and child protection issues.
- Comply with the Child Safe Standards (see **Annexure A**).
- Provide age-appropriate supervision for students.
- Comply with guidelines and policies published by the Academy with respect to child protection and any other related policies that may be created from time to time.
- Treat all students with respect.
- Promote the safety, participation and empowerment of students with a disability.
- Promote the cultural safety, participation and empowerment of linguistically and culturally diverse students.
- Use positive and affirming language towards students.
- Encourage students to 'have a say' and then listen to them with respect.
- Respect cultural, religious and political differences.

- Help provide an open, safe and supportive environment for all students to interact, and socialise.
- Intervene when students are engaging in inappropriate bullying behaviour towards others or acting in a humiliating or vilifying way.
- Report any breaches of this Child Safety Code of Conduct.
- Report concerns about child safety to one of the Academy's **Child Protection Officers** and ensure that your legal obligations to report allegations externally are met.
- Where an allegation of child abuse is made, ensure as quickly as possible that the student involved is safe.
- Call the Police on 000 if you have immediate concerns for a student's safety.
- Respect the privacy of students and their families and only disclose information to people who have a need to know.

Do Not:

- Engage in any form of inappropriate behaviour towards students or expose students to such behaviour.
- Use prejudice, oppressive behaviour or inappropriate language with students.
- Express personal views on cultures or race or sexuality in the presence of students or discriminate against any student based on culture, race, ethnicity or disability.
- Engage in open discussions of an adult nature in the presence of students.
- Engage in any form of sexual conduct with a student including making sexually suggestive comments and sharing sexually suggestive material.
- Engage in inappropriate or unnecessary physical contact or behaviours including doing things of a personal nature that a student can do for themselves, such as toileting or changing clothes.
- Engage in any form of physical violence towards a student including inappropriately rough physical play.
- Use physical means or corporal punishment to discipline or control a student.
- Engage in any form of behaviour that has the potential to cause a student serious emotional or psychological harm.
- Develop 'special' relationships with students that could be seen as favouritism (e.g. the offering of gifts or special treatment for specific students).
- Engage in undisclosed private meetings with a student that is not your own child.
- Engage in inappropriate personal communications with a student through any medium, including any online contact or interactions with a student.
- Take or publish (including online) photos, movies or recordings of a student without parental/carer consent.
- Post identifying information about a student online unless it is necessary for the Academy's activities or you have consent from the student and/or their parents/guardians. Identifying information includes things such as the student's full name, age, email address, telephone number, residence, school, or details of a club or group they may attend.
- Ignore or disregard any suspected or disclosed child abuse.

Our Child Protection Program includes a **Staff and Professional Boundaries Policy** that provides detailed guidance for all staff and Volunteers on how to maintain professional boundaries between students and adults at Australian International Academy.

Disciplinary Procedures

Where a staff member breaches the Code, the Academy may take disciplinary action, including in the case of serious breaches, dismissal.

Where any other member of the Academy community breaches any obligation, duty or responsibility within our Child Safety Code of Conduct, the Academy will take appropriate action.

Report Any Child Protection Concerns

All breaches and suspected breaches of the Academy’s Child Safety Code of Conduct must be reported to the Academy’s **Child Protection Officers**, identified below:

School	Name	Position	Contact No.	Email Address
KELLYVILLE	Sam HALBOUNI	Principal (Kellyville)	02 8801 3100 ext. 214	s.halbouni@aia.nsw.edu.au
KELLYVILLE	Mona ABDEL-FATTAH	Academy Head NSW	02 8801 3100 ext. 206	m.abdel-fattah@aia.nsw.edu.au
STRATHFIELD	Walid ALI	Principal (Strathfield)	02 9642 0104 (ext. 113)	wali@aia.nsw.edu.au

Our Child Protection Program also includes information for staff members, Board members and Direct Contact Volunteers as to how to identify key risk indicators of child abuse and how to report child abuse concerns to one of the Academy’s Child Protection Officers.

It also contains detailed procedures with respect to the reporting of child abuse incidents to relevant authorities.

Indirect Contact Volunteers, Third Party Contractors, External Education Providers, students, parents/carers or other community members who have concerns that a child or young person may be subject to abuse are asked to contact one of the Academy’s Child Protection Officers.

Communications will be treated confidentially on a ‘need to know basis’.

Whenever there are concerns that a child or young person is in immediate danger, the Police should be contacted on 000.

ANNEXURE A

